

0410.01 State Government Motor Vehicles - General Responsibilities

Issued January 6, 1997

SUBJECT: State Government Motor Vehicles - General Responsibilities

APPLICATION: Executive Branch Departments and Sub-units. All other state operations that utilize Vehicle Services provided vehicles.

PURPOSE: To provide cost-effective motor vehicle transportation services, for use by State employees/agents on official State business.

CONTACT AGENCY: Department of Management and Budget (DMB)
Agency Services
Vehicle and Travel Services (VTS)
P.O. Box 30026, 6951 Crowner Dr.
Lansing, Michigan 48909.

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SUMMARY: General responsibilities of DMB and departments with regard to general vehicle procedures.

APPLICABLE FORMS: None.

PROCEDURES:

DMB/VTS Responsibilities:

- Issues directives concerning all vehicles owned, leased or otherwise secured by the state including:
 - Acquisition, lease, maintenance, operation, replacement and disposal of motor vehicles for Executive Branch Departments and Sub-units.
 - Use of State government motor vehicles for personal and official business.
 - Regulation of conditions for use of privately owned motor vehicles on official business.
 - Maintenance of motor vehicle titles and insurance inventories.
 - Assignment of motor vehicles, permanently or temporarily, to institutions of higher education.
 - Establishment of rates charged for use of motor vehicles. Rates shall be reviewed periodically and shall be sufficient to cover costs of administration, acquisition, operation, maintenance, repair and replacement.
 - Display of distinctive vehicle registration plates and other external markings on State motor vehicles.
- Establishes and operates motor vehicle repair centers and motor pools.

- Establishes actual per mile reimbursement rates for privately owned vehicles used on official State business under specified conditions. These rates are developed in accordance with State process and announced annually.
- Accommodates unique transportation situations by granting special reimbursement rates.

Agency (Customer) Responsibilities:

- Use VTS motor vehicle transportation services on official State business.
- Identifies a vehicle coordinator to handle all motor vehicle requests.
- Assures that respective drivers share responsibility in the care and maintenance of assigned State government motor vehicles and comply with all regulations.
- Ensures accurate timely reporting of all mileage for accurate billing.
- Maintains logs of all travel completed in State government motor vehicles.
- Ensures timely reporting of all accidents, theft and vandalism involving State government motor vehicles.

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Procedure Update: 6-24-02
Procedure 0410.01